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23 March 1971

MEMORANDUM FOR THE RECORD

SUBJECT: Calculations of Reductions on Reports

A&RC #1 - Form 142

Discontinue [REDACTED] Section of Report A&RC #1.  
[REDACTED] spends  $\frac{1}{2}$  hour per day on Report.

Form 142 shows on line 1

GS-7 4.80 2 hours 280 times a year = 2,688.00

Therefore we remove  $\frac{1}{2}$  hour 280 times = 140 hours.

140 hours X \$4.80 = \$672.00 reduction in cost

RAB #7 - Form 142 reports cost of \$7,200 a year, or  
 $\frac{1800}{4) 7200} = \underline{\$1,800}$  per quarter.

Eliminate one quarterly report per year.  
Hazel estimates distribution time to be 5 manhours  
per report ( $2\frac{1}{2}$  per person).

RAB #9 - Form 142 reports total cost of \$17,484.86 at  
 $\frac{.05\%}{= 874.2430}$

Reduce by 5% = \$874.24 reduction.

Total manhours Agencywide once a year = 2,333

Reduce by 5% = 116 manhours.

GRAND TOTAL REDUCTIONS

Total Money

874

1,800

672

3,346

Total Manhours

116

.5

140

261

57  
10  
2,286  
93  
2,333

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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MEMORANDUM FOR: Chief Support Services Staff, DDS

SUBJECT : Reports Inventory

Attached are Support Services Staff Reports Inventory forms,  
as follows:

A. Component	Manual Reports	Manual/Ma- chine Processed	Manual Cost	Machine Cost
DDS/SSS/OC ✓	1	1	\$ 2,145.28	\$ 2.40
DDS/IPC ✓	2	6	1,353.60	315.00
SSS/RAB	7	3	20,890.40	7,256.52
SSS/RAB/A&RC	5	0	8,098.66	
SSS/RCB	1	0	39.90	
SUBTOTALS	16	10	\$32,527.84	\$7,573.92

B. Component	No. Reports	Manual/Machine Cost
DDS/SSS/OC ✓	2	\$ 2,147.68
DDS/IPC	8	1,668.60
SSS/RAB	10	28,146.92
SSS/RAB/A&RC	5	8,098.66
SSS/RCB	1	39.90
TOTALS	26	\$40,101.76

672  
1,800  
874  
RAIS cost Eliminated 25X1A  
3,346.12

Administrative Officer  
Support Services Staff

Attachment

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